



2005-2006

## Accident Claims Information

### How to File an Accident Claim

**This is an Excess Policy. If you are covered under any other insurance or Health Care Plan, you must submit your bills to your other insurance carrier first.**

1. **Immediately** submit a claim for all medical expenses to your primary insurance carrier, the company that administers your own personal or group insurance or healthcare plan including Major Medical coverage. If you have coverage through an HMO or similar facility, you must use that facility first or the claim will not be covered under this policy.
2. Obtain an Illinois Youth Soccer Insurance Claim Form and Bollinger Accident Claim Form from Illinois Youth Soccer office or your League office. You may also click here to print them from this web site.
3. Fully complete and sign both claim forms and attach copy of your Illinois Youth Soccer Medical Release & Liability Waiver.
4. Submit completed claim forms and waiver to your League office for verifying signature before sending them to the Illinois Youth Soccer office.
5. After obtaining the League's verifying signature, submit both claim forms and waiver to Illinois Youth Soccer Association, Insurance Claim Department, 1655 S. Arlington Heights Road, Suite 201, Arlington Heights, IL 60005.
6. Once you have a claim on file with Illinois Youth Soccer and only after your primary insurance or healthcare plan has paid the medical expenses up to the policy limits, submit any unpaid bills and copies of payments made by your insurance company (Explanation of Benefits) to Bollinger, Inc., PO Box 390, Short Hills, NJ 07078-0857. Send subsequent bills to Bollinger as you receive them. Be sure to write the claimant's name, claim number, and date of accident on all subsequent bills.

*Important Note: This policy is subject to a 104 week benefit period. This means only those medical or dental expenses that are incurred within 104 weeks (2 years) of the date of injury are eligible for coverage under this policy. Any expenses or treatments that take place after the 104 week benefit period cannot be covered by this policy.*



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